

MISSION BAY HOMEOWNERS ASSOCIATION

Steering Committee Meeting

9:00 a.m. May 10, 2010

CLOSED MEETING

The regular meeting of the Mission Bay Homeowners Association Steering Committee was opened at 9:00 a.m. in the Clubhouse. Don Allen was excused; all other members were present.

Old Business

1. Discussion was held regarding a vendor who will not sign work orders due to the language of the work order. It was decided that the contract work order language will be reviewed. A waiver of subrogation should be included on the contract. Other requirements will include a) additional insured language, limits of liability, independent contractor's license, workmen's compensation, and an indemnity hold harmless clause. Dennis will seek a review by an attorney.
2. Mail box lights – The manager reported that all mail box lights are up and working.
3. Post lights – The manager reported that at his last drive through of the community there were 27 post lights not working. Enforcement was discussed, and the Board of Directors will be sending letters to the homeowners who are not in compliance with the directive that they will have until May 22 to rectify their post lights. Noncompliance after this will result in fines.
4. CC&Rs – A draft of the changes the sub-committee has proposed has been sent to an attorney. The covenants can be changed by the Steering Committee and the Board of Directors, and the By-Law changes will require a vote of homeowners at the Annual Meeting. A notice will be sent 15 days prior to the Annual Meeting.
5. Insurance – All existing policies will be gathered for review.

Financial/Budget Review

1. Seasonal Employee for Pool and Tennis Courts – After putting out requests for volunteer groups to help out with summer maintenance, the Finance Committee has recommended that a seasonal employee be hired for 20 hours per week to help with the pool and tennis court maintenance as well as other seasonal duties as directed by the Manager. The budget includes \$3600 for this position. Liability issues were of concern with homeowners lifting the pool cover and other strenuous jobs. The manager was directed with finding a summer employee, advertising the position if necessary.
2. Liens – The delinquent dues summary was discussed and noted that more liens need to be filed. It was suggested that our Accountant could list on the Aging Summary how many payments property owners are behind.
3. Assessment Fee – The Finance Committee was asked to determine whether or not the \$30 assessment will be necessary in the second half of the year. A recommendation will be presented at the Annual Meeting.
4. The Committee talked about how the reduction in the Manager's hours impacted the Association. For those three reduced months Northwest Holdings pitched in with work that was necessary. Several homeowners expressed their concern that the intent of the Association was to have a full-time manager and they expect that position continue to be full-time. Glenn reported that he averaged 26 hours per week.

Homeowner Issues

1. Common Area Review – A committee has been established to review all common areas and report back to the Steering Committee.
2. Pool and Tennis Court Opening Dates – The spring start up for the pool will begin on Monday the 17th of May. The Social Committee requested that the pool be warm by the 28th for a social event. The tennis courts will be open by Memorial Day Weekend.
3. The volunteer planting committee will plant flowers the first week of June.
4. Irene Deborde wrote a letter to the committee requesting that the planter area at the intersection of Hawk and Eagle Drive be spruced up. Wayne, Dennis and Glenn will evaluate what can be done to improve that area.

Clubhouse Issues

1. Security Locks – A recommendation was made that \$4000 be put in next year's budget to get new locks for the clubhouse. The type of security system would track use of the facility.
2. Clubhouse Usage Fees – The Organization sub-committee will bring the recommended policy to the June 14 Steering Committee meeting.

Steering Committee and Board of Director Nominations – As was recommended and approved by the Steering Committee and the Board of Directors, the one new member that will be elected at the Annual Meeting will sit on both committees.

New Business

1. Chair Rail and Painting of the Clubhouse – A motion was made, seconded and passed to spend \$310 to install chair rails in the great room. Painting will not need to be done at this time.
2. A question was asked of the Manager if there is a current Project list that is being worked on. Examples: the broken fence at Hawk entryway, the lite timers at the clubhouse. This list will be assembled by the manager and provided to the committee.
3. The Steering Committee will elect a new chair and vice-chair after elections in July.
4. The Calendar needs to be updated and maintained electronically by the manager.
5. The agenda for the Annual Meeting needs to include the following:
 - Review of organizational structure
 - Communication
 - CC&R revision/Fines & Enforcement
 - Clubhouse usage fee
 - Financial review
 - Violation protocol

Next Meeting: Steering committee – June 14, 9:00 a.m.

Annual Meeting – Saturday, June 19 = OPEN MEETING

